

Town of East Windsor
Board of Selectmen Minutes
December 15, 2009

I. TIME AND PLACE OF MEETING

The meeting was called to order on Tuesday, December 15, 2009, at 7:30 p.m. at the East Windsor Town Hall

II. ATTENDANCE

Denise Menard, First Selectman
Mark Simmons, Deputy First Selectman
Gilbert Hayes, Selectman
Richard Pippin, Jr., Selectman
John Burnham, Selectman

III. ADDED AGENDA ITEMS - None

IV. PREVIOUS MINUTES

A. Approval of Regular Meeting Minutes of December 1, 2009

MOTION: To approve the regular meeting minutes of December 1, 2009, with the following changes: New Business Item A first sentence should include "...town is responsible capital and repairs and improvements" also the budget guideline dates should reflect 2010.

**Made by Mr. Simmons, seconded by Mr. Pippin
ALL MEMBERS IN FAVOR. MOTION CARRIED**

V. PUBLIC PARTICIPATION

Jason Bowsza, 34 rye Street. He spoke in favor of Grace Balula for consideration of Parks and Rec. She could not be here because she is attending a school concert. She has two sons involved in park and rec. She is young and committed to community and thinks she wants to serve to make E.W. better as a whole. He thinks she would be a great addition and strongly asks for her consideration. He knows her thru soccer, no political affiliations, good woman who should be involved.

SANTA stopped at this point in the meeting and said Merry Christmas to all.

Ed Filipone, 22 scan tic road – He spoke regarding the budget process this year and that emphasis should be put on the CIP this year. The town needs a five year plan and have to put something toward every project every year in order to grow town. CIP cannot be the first thing cut all the time. Regarding mandates funded and unfunded it is up to the board and taxpayers and BOF to go to state level and tell them we cannot support these unfunded mandates or funded – even if funded by states comes out of town pockets. He also recommended Cher Balch for position on park and rec. He has worked with her in past, interested in town and has provided services in past and would be good in that position.

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VI. COMMUNICATIONS – the following were for the Board's information

- A. Thank you from Nancy Masters regarding Scout Hall Dedication
- B. Robin Newton, Assistant Town Planner/Completion Certificate of the Fall 2009
Municipal Aquifer Protection Agency Training Program

VII. SELECTMEN'S REPORTS

- A. Denise Menard, First Selectman

Nothing to report as been busy with pieces of budget to get in place.

- B. Mark Simmons, Deputy First Selectman

PZC – approved the new regulation for temp business signs – a lot of business men in audience glad to see it pass, as well as letters of support. The PZC took all suggestions into consideration. Mr. Simmons provided some specifics of this regulation. Farm regulations are still being worked on.

CIP next meeting is January 4 at park hill at 6:00

VETERANS COMMISSION: The Race had 287 runners, biggest one to date. There was an E.W. veteran of the year with proclamation from the State. Wreaths across America was held.

PARKS and RECREATION – first annual panther plunge at the reservoir – in conjunction with human services trying to raise money for fuel bank. \$5 pp – prizes will be distributed. Skating rink moved from Osborn field to East Windsor High School.

LEO induction at E.W. 33 students enrolled – a large number, an inspiring event.

- C. John L. Burnham, Selectman

CIP – had presentations.

December 5 Scout Hall dedication – thanks to all who attended

Zba – smooth orderly meeting with business conducted

POLICE COMMISSION – smooth and orderly.

Building committee cancelled for December 14

He commended the door contest at town hall shows spirit.

- D. Gilbert R. Hayes, Selectman

Hartford transit district meeting in Hartford – good news and bad news from 10 to 13 per capita – good news is get it all back in grants. He got a commitment from Exec Director that she will sit down with him, Ted Graziani and the manager from mill pond to talk about getting some type of transportation for East Windsor.

BOE – status quo, mostly budget discussions.

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ELDERLY COMMISSION - does not meet in December

E. Richard P. Pippin, Jr., Selectman

IWWC – quiet meeting, violations discussed and actions taken. Discussion on how to smooth flow and shorten time and came up with ideas which does not cost any money to town it just helps people. This may cut process time in half.

VIII. BOARD AND COMMISSION RESIGNATIONS & APPOINTMENTS

A. Resignations:

Michael S. Hunt, East Windsor Historic Preservation Commission
Edward Bonetti, Veterans Commission

MOTION: To accept, with regret, the resignation of Michael S. Hunt from the East Windsor Preservation Commission.

**Made by Mr. Simmons, Seconded by Mr. Burnham
ALL MEMBERS IN FAVOR. MOTION CARRIED**

MOTION: To accept, with regret, the resignation of Edward Bonetti from the Veterans Commission.

Made by Mr. Hayes, Seconded by Mr. Pippin

Discussion: Resigning because on active duty and he has to relocate, but it's stateside. Veteran's commission has honorary member position and may suggest it to him.

ALL MEMBERS IN FAVOR. MOTION CARRIED

*****Ms. Menard asked if the board wants to sign letters of resignation – they thought it was appropriate for the board to sign letters.**

B. Re-Appointments:

American Heritage River Commission

John L. Burnham, (R) as a regular member, for a four-year term to expire
7/1/2013

John resigned thought needed to be off commission but he got guidance that was not accurate and he can stay on it.

MOTION: To reappoint John Burnham to the American Heritage River commission for a four year term to expire 7/1/2013.

**Made by Mr. Hayes, seconded by Mr. Simmons
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

C. New Appointments:

Parks and Recreation Commission (two candidates for one vacancy)
As a regular member, for a four-year term to expire 5/1/2011

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- Cher Balch, (R)
- Grace A. Balula, (R)

A nomination was made but Ms. Menard noted this is an appointment of one or the other with a motion and second, then discussion and a vote. DISCUSSION:

MOTION: To appoint Grace Balula to the Parks and Recreation Commission.

Made by Mr. Hayes, seconded by Mr. Pippin

VOTE:

IN FAVOR: HAYES, MENARD

OPPOSED: SIMMONS, SIMMONS, PIPPIN

MOTION FAILED

MOTION: To appoint Cher Balch to the Parks and Recreation Commission as a regular member for a four year term to expire 05/01/2011

Made by Mr. Burnham, Seconded by Mr. Simmons

DISCUSSION: both candidates are deserving. Mr. Burnham knows Ms. Balch and second time Ms. Balula has come before board, does not know her yet – hard to recommend someone who you don't know – did not meet last time or this time. Wants to meet the candidates before make a decision it is a four year commitment.

ALL MEMBERS IN FAVOR. MOTION CARRIED.

Volunteer Incentive Committee (eight candidates for seven vacancies)

Seven Member Committee with Staggered terms:

Three members at four-year terms to expire 12/30/2013

Four members at three-year terms to expire 12/30/2012

Ms. Menard detailed that currently this committee has eight members, and it supposed to have seven. Ms. Menard explained 1999 - original ad hoc committee study committee – BOF, 2 BOS, 2 chiefs fire dept, 3 ad hoc, ambulance – the ambulance was what made it eight. The ambulance no longer volunteer – there are currently eight members on who want to be reappointed – and there are seven spots open. The fire chefs want to be rep for each department.

The balance of this committee was discussed in detail, including the concern of the fire department having a majority on a committee – for the balance Michael Balf was removed. All members want to come back.

MOTION: To appoint the following members to the Volunteer incentive committee Barton, Lockwood, DeSousa, Hayes, Masters, Myers, Schnobrich for terms to be determined by draw of the hat, details to follow

Made by Mr. Hayes, seconded by Mr. Simmons

Discussion: This committed works with \$180,000 dedicated to fireman's incentive toward training – the specific amounts were relayed. Mr. Burnham stated it was incredibly top heavy for fireman on the committee. The numbers 3 out of 7. The majority/minority representation was discussed. Ms. Menard detailed that has been the

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history. The ultimate vote goes to the taxpayers for vote in the budget. Ms. Menard also stated they do not actually spend money – they recommend to the board of selectman what the plan is. This is an advisory committee. They do not present the budget – they come to the Selectmen. Burnham these are all fine people, terrific people – but to be in charge of your own fund seems like it should be more group of not all the same. Burnham stated no disrespect intended to anyone on the list.

ALL MEMBERS IN FAVOR. MOTION CARRIED

The terms are as follows:

Expire 12/30/2013 FOUR YEAR TERM Barton, Hayes, masters

Expire 12/30/2012 Lockwood, Desousa, Myers, Schnobrich

If Hayes no longer selectman that position for BOS still four years.

Pension Board

Board of Selectmen representative to Pension Board for a four-year term to
expire June 1, 2010

This was on Dale Nelson's list and Mr. Burnham was willing to do it.

MOTION: To appoint John Burnham as the board of selectman representative to the Pension Board for a four year term to expire June 1, 2010

Made by Hayes, Seconded by Pippin

ALL MEMBERS IN FAVOR. MOTION CARRIED

D. Board and Commission Current Vacancies (See Attached)

MOTION: To take New Business out of order

Made by Mr. Pippin, Mr. Simmons

ALL MEMBERS IN FAVOR. MOTION CARRIED.

X. NEW BUSINESS

A. Discussion with North Central District Health Department

The following people came before the board – North central health district board of directors – Carol Sergeant, Cici Mickey who represent East Windsor, Chairman John Bowman and Director Bill Blitz

Ms. Menard indicated that all are aware of discussion that Enfield considering starting its own health district. Ms. Menard was approached by Enfield to see if interested. She spoke to board and advised her to check it out to see if cost savings, better service, better way of doing business. Ms. Menard told Enfield that and think it got misconstrued E.W leaving district and that was

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never said. Asked if issues with north central health and has been frank with Mr. Blitz in past and shared comments with sergeant and there are board members who have concerns.

Carol Sergeant appreciated the opportunity to speak since there are new selectmen. She has been E.W. representative for over 15 years, and Ms. Mickey for over 5 years. There are changes to be made. The North Central District health Department Improvement Plan Strategy dated 12/15/09 was distributed and was the major component of the discussion, therefore it is attached hereto as Attachment a.

The plan was created based on issues and concerns came up to be distressed and the improvement plan was developed. He emphasized some areas. General feedback was specific to responsiveness – requests, plan review, concerns that arise – not consistently, three committees formed – process, communications and technology – to do internal assessment and come up with corrective action. All aware money is lean – working smarter and coming up with ways to increase productivity. Any instrumental cost will be brought to board and then back to the town with any cost changes.

These committees will have participation from director members – employees as well as board members are involved. For the committees they are trying to use board members to do this process, so employees can do their day to day responsibilities and they will be looking for more volunteers. These dates are aggressive but they want a laundry list of processes, then prioritize those and address immediate issues and long term. They are hoping no cost associated with this – if there is they will have to go to the board that has to go to the towns. Public hearing in January and then budgets to towns – any items that have expense associated need to be addressed in next couple weeks.

Blitz stated sometimes if plan no meet state standards back to engineer or surveyor office and sit in their office and engineer or developer does not realize that its not sitting with north central, but with the engineer – the changed process was discussed.

Some of the items that can be done more immediately include review times are changing and items corrected will be returned more timely. Time stamped items now – a way to continue to monitor progress, so the process can be monitored.

Ms. Menard noted she was unaware that there were E.W. representatives on this board, as north central has various agencies,. Board of directors are members of towns. Under state statutes every town appoints one person for every 10k people, or portion thereof. There are 21 members on board. They meet almost every month.

The plan is with development and septic and well situations. There are no many cases where chase down lead paint cases or TB cases. A graph was presented to the board showing the break down of north central services to various towns and how that shifts and changes for each town, depending on their demographic. There are four offices and various specialists – all certified by the state. Mr. Blitz detailed that public health has no constituency and it is a prevention force that is only heard of in case of outbreak. He detailed some prevention issues that have come up

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in Connecticut. For the last 25 years since blitz director have been lowest cost to towns of any district.

Communication plan includes coming to town at least once a year to discuss items or field concerns.

Technology will be so they can do more with improvement technology – look to do longer term – working with towns. Various interactive technologies were discussed. Looking to operate thru existing towns and improving existing technologies, including use of websites and two way interchange to determine status of applications during process. Also program will allow complaints to be submitted and tracked.

When finished, may take time, should be number one health department in state as far as technology – it is not a big expense, the problem is time and labor. The IT man has other responsibilities as well. Try to keep staff slim due to costs – this time of year, particularly this year things are slow so there is more wiggle room.

With the H1N1 they are getting 300 to 400 phone calls a day. The website is being used – as of today anyone who wants a shot can get a shot and will be in E.W. again this week. Any one in any member town can go to any member clinic.

In summary they are aware of concerns from members towns – three committees formed to address issues; formalized plan, folks dedicated, even though volunteers, they are communicating and will reach out to members towns, at least annually, to be aware of services provided and where representation is.

Ms. Menard inquired if Enfield has withdrawn their plans – no still in process. Two meetings – no issues from technical perspective – plans in place – met again, went through plans – council meeting presented it; right now they are going through the decision process December 21 is date their council meet again to decide whether stay with district. The states goals of regionalization, not separation were mentioned. Towns that separate lose funding from state- without 50,000 population will get reduce funding. It is a bigger issue than Enfield doing less expensive. Mr. Blitz is on the Governor's task force for regionalization – talk about accreditation – voluntary then mandatory Federal and state levels will then base funding on that. There is disparity in what towns spend. Connecticut has a way to go with its health district infrastructure – they are at 70% now for accreditation.

Mr. Pippin commented that he likes to see this agency get things done. He noted they used to do an activity report – maybe should courtesy copy ceo's of towns – blitz said they would get it to them.

There was also a question of having Sr. staff tied up with town staff meeting every week? Blitz said they also looking if should have office hours at each town hall also where constituents can arrive to field questions. Maybe start weekly and see how it progresses. They have 14 staff including two secretaries.

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Ms. Menard felt frankly it was a shame it has taken crisis to get altogether. Ms. Menard has spoken to Mr. Blitz a few times about dissatisfaction about a number of things, did not know if it did not filter down. Blitz said the complaints were tackled. Ms. Menard stated shame taken almost a crisis to get clear plan for communication. All in tough times, investing in IT is difficult to consider.

The North Central District Health Department Annual report fiscal year 08-09 for town of east Windsor was distributed.

B. Discussion of Local Property Tax Relief

Jason Bowsza, Cathy Cabral, Treasurer, and Samantha Lee, tax collector, Elizabeth Burns and Ms. Menard all worked on this. Mr. Bowsza, Ms. Lee and Ms. Cabral came before the board.

First approached former BOS in august to discuss desire to push idea and board suggestion above met about half a dozen times – to see if concept of providing tax relief is feasible. The members were those who would have to implement program.

It has been decided it is feasible to do – next step is for the Selectmen to form the panel group as official committee so have public hearing, make formal recommendation to BOS for what is thought to be feasible. As stated in August there are 109 municipalities that have some form of this type of program on books. They looked at three communities that mirror needs and design – Newington, Portland and Somers. They have done their homework – comment all members who went above and beyond. Have a good group working well together and ask board consent to be formal committee to move forward with next step. Nothing definitive yet and they hope to move forward.

Menard part of parameters said because not a lot of staff with extra time – it needed to be looked at so that whatever implemented does not impact staff – if way to do build off process in place that would be great. With study done and process in place maybe consider putting in place an implement in stages work up to full potential or wait until future years to put process in place. If find a need and have a good process that may work – it may be not good time to give tax breaks.

Mr. Bowsza noted the spirit behind proposal that seniors are not getting increase in next two years, but not to say prescriptions and food and heat not up – all things still happen and they fall behind. This is an effort a looking to provide lower income, elderly and permanently disabled who can use a little help – less than 300 people. This is for property taxes. They have not come up with formal proposal – need to have committee to do so and have public hearing, then make recommendations BOS.

Lien deferral briefly discussed but not prepared to address yet, need to get through stages. Need to have public hearing to determine interest. Cannot do public hearing until committee formed – then a plan in place based on input and interest. Ms. Bowsza noted some programs means municipalities can self subsidize and ultimately can at least partially pay for itself – the rolling fund concept. These are all ideas worked on – still in progress.

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They are given 60 days to hold hearing and make recommendation. This committee will consist of 5 town residents with Mr. Bowsza, Ms. Burns, Ms. Madore, Ms. Badstubner and Ms. Cabral and Ms. Lee as advisory important

**MOTION: To establish a Local property tax relief study committee, to consist of five residents, Mr. Bowsza, Ms. Badstubner, Ms. Burns, Ms. Madore, Ms. Menard and advisors Sam Lee, Tax Collector and Treasurer, Cathy Cabral .Mission: to examine alternatives for property tax relief for East Windsor elderly and disabled home owners
For the term of sixty days January 1 through march 1, 2010
Mae by Mr. Hayes, Mr. Simms**

**DISCUSSION; 60 day cap is statutory. Great if could do this year, but unlikely due to calendar.
ALL MEMBERS IN FAVOR. MOTION CARRIED.**

C. Discussion Collection Enhancement

Samantha Lee and Catherine Cabral came before the board. She wants to show a picture of what have right now for delinquents. Tax collector has looked back and does not have a grasp on former process for capturing delinquents – it may have been less than she cares to do. She would like BOS support in things she wants to do. She provide the Selectmen with details on the back taxes owed in the real estate, motor vehicle and personal property realms. She detailed a practice of owners transferring properties in different names – hoping at some point to make ordinance where cannot transfer to any other name unless taxes are paid.

After 15 years taxes drop off by statute – which means taxes come off the books – they are uncollectible. She provided a picture of what has dropped off in the last five fiscal years and the potential to drop off in two years.

This is a lot of money. She provided the board with sample Real Estate, Personal Property and Motor Vehicle cover letters. Also attached are payment agreements. Real estate payment agreements are not in statute – many towns do them. In this economic climate – to go to someone and say you own an amount of money – especially if worked five or six years. However, if no agreement reasonable made that this will go to lien assignment, tax warrant and marshal will transfer her power to marshal and he goes out and 15% marshal collects fees. Tax Collector does have authority to seize bank accounts, garnish pay, foreclose – but she does not want to do that to anyone – thinks if fair chance given; and if stubborn the marshal can do those things – and then a payment agreement can be reached.

On personal property she does not suggest payment agreement – business has been going – get money in, if not get to collections, get to marshal.

When have 1.3 million out – next year the town is 1.3 short and now have to make up for it – and everyone else taxes are raised as money not in. This is an alternative way to get revenue in that have not been using. All pay a little more so some don't pay their taxes. Maybe a step up in effort on tax collector part people not so far behind and those who are can catch up.

Mr. Simmons inquired on the payment plan with 12 to 24 months – make three or four payments and then stop – what then – once demand is sent, then tax collector has ability – they will know

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up front on agreement, demand sent, stop making payments, no second chance marshal goes out. In past phone calls were made as a courtesy – but if payment not in, the marshal will come out.

Suspense accounts are motor vehicle and personal property 1993 through 2005 – by law required to put anything thing not really collect into expense – so do not see as a receivable anymore. The fact that does not see – her job is still to collect it – short those years as not collected. Because suspense accounts it is simpler for collection agency to do. If not paid by Jan 31 going to collection – collection agency cost nothing – charge tax, interest, fees and adds 15% to their bill – so if owe \$100 to town - + 15% to collection agency paid by taxpayer. Right now about \$860k on back motor vehicle from 1993 to 2005 – that can potentially collect. She spoke with collection agency and asked for fair estimate – maybe 25 and 50% off back – will clean up old stuff – collection agency has one town they are giving 97% currently. Lastly motor vehicle – neat demand – final notice

If nothing else she would like to start on mv – would like to start with personal business property and RE as well. Right now need to get demands out and let them know. Wanted to make sure BOS knew – as once goes out there will be backlash.

Tax auctions are also a possibility.

She did not have percentage of collection at this point – end of last year 97 or 98 on everything. She was asked if good report card – she felt most towns run 96 to 98 and have to consider economic times – percentages have gone down. This move will improve it.

Ms. Lee like to see when look at real estate – not only collection in, but have people who are at 30k or 40k and huge amount behind and some give up and send nothing – as cannot pay you, then no pay – prefer to see that turn around and say okay, send you \$200 month

Ms. Lee can get sample ordinances to board – there are several to propose the ordinance says criteria for sending collection action out – ordinance re property transfer – another ordinance that states other all taxes due in two installments which needs to be reviewed.

The demand will be out for the end of the year. Board thanked her for her time.

D. Request to Transfer Funds

Chief Demarco, Deputy Chief Hart and Treasurer Cathy Cabral came before the board of selectmen. The talked about collective bargaining agreement a year and change before BOS for approval and ratification – role of chief and deputy was advisors to negotiating committee which consisted of legal representation, members of BOS, BOF, police commission. DeMarco and Hart work with contract on daily basis and can tell cost of it – how it worked, whether advantageous management and town and what price tag would be. Parts of negotiation they were not involved in – anything with money or benefits. Some things won, some lost – no matter how cut there was a price tag – all agencies represented had a piece of pie – price tag where town has to pay some bills. There is a multi-teared situation – a puzzle. A piece of puzzle is that legal obligations must be met promptly or the town will suffer penalties, legal fees and interest.

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Other pieces no time elements – operational – educational incentive adjustment – there is time on the side – not attached to law and penalties – the salary side has to take action on that leaves little room to operate. There were town representatives on the committee throughout the process and written communications so all were fully appraised.

Menard the day before elections special meeting ratified contract – anxious to get ratified, once that happened it triggered obligations. DeMarco and Hart together with police comm. – make informed business decision keeping in mind business decision based on law and precedent – absent prevailing policy and procedure – case in point – clerical contract ratified in June-meetings still not occurred in reference to that.

Police union contract finalized 11.6.09 – filed with clerk. At that point the Police Department and the town has due diligence to start paying salary increase for employees and retroactive wages back during time period when contract negotiated – period of 14 months no contract – so wages go back to July, 2008. On 11/6 they had numbers calculated at exactly how much that was and memo to treasurer on that. One piece of puzzle is salary and retroactive pay. That money was planned and set aside in contingency two account – so there were money set aside for hypothetical increase. From beginning did know money placed aside – other piece increases now in budget that effect the rest of budget year price tag as well – when went into process last year could not put percentage into presentation as that time was 0 – not built into budget Operational side things negotiated this contract that deal with operational expenses – increase in officer uniform equipment went up – that has effect on operational side – no way to know when completed budget presentation. That is cost has to be met – that is what all moneys are pieces of puzzle.

Demarco noted only that piece could be given to town treasure at that time – once you know fixed cost – then it stays. There is some requirements in contract for testing, etc that have to go to vendor to find out the cost – some had time elements, some had law and precedent, others they had more time. Some could not be budgeted ahead of time as even toward end it is give and take – cannot budget for pieces as fluid process.

Also this did go to arbitration – Hart testified and DeMarco began testimony – it was evolving – members of various entities in every meeting along way – had ample opportunity to make feelings known during process. Only time people asked to leave the room was Deputy Chief Hart and Chief Demarco.

Collective bargaining agreement is a bill that was given on or about November 6 – and bill had to be paid – certain things have to be paid immediately – some can be taken care of when process done. By obligation the town – BOS enter into contract – BOF is obligated to pay that contract.

They are here to be business persons – to take position most advantageous for town and entity as whole – they did that during negotiations. There is a price tag to doing business as a public safety agency – they have representative to town – they are cost effective and transparent. There is no prevailing town policy – made best business decisions based on current law and precedent to avoid pitfalls so E.W. did not suffer – work with town treasurer and work with town.

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Ms. Menard indicated that recently at BOF there was an unpleasant situation where Ms. Menard, the treasurer, Chief Demarco and Deputy Chief Hart were told that something had been done illegal by paying salary increases and that is not correct.

The unaffiliated got small percentage increase – agreed by BOS; felt unfair (selectman and treasure did not get increase) public works, clerical, police, part time – not planned for at beginning budget season

Mr. Simmons noted now they have a better contract in place. No one on either side of table were part of old contract – some things were not conducive to business - now there are cost effective, safety measures in the contract – there should be a cost savings over the course of time. There is a cost of business to have well educated, well equipped officers – which is what public deserves and demands. The did have good success and that was a priority of negotiating team – rather have better educated happy officers and not pay as much OT and have management team that can manage effectively.

Mr. Pippin noted you make contractual agreement need to pay it – cannot play with it or you pay penalties. Chief Demarco noted there have been towns who attempt to not pay at various level of process go stuck with interest rate and fees, legal fees for both attorneys involved. There is time for uniform end of things –yes – you do not play with raise and salaries - prompt is prompt – case precedent that sits on it. Some of the strides made for management were discussed with no impact on safety of community and they are transparent.

Contingency two is where salary increases are in the past – hypothetical; there are no outstanding pay increases retroactive at this point – no reason to have anything left in contingency two account at this point – as no longer any outstanding contracts.

MOTION: To recommend to the BOF transfers, as recommended by the Treasurer and as detailed in Attachment B.

Made by Mr. Simmons, seconded by Mr. Hayes

ALL MEMBERS IN FAVOR. MOTION CARRIED.

E. Approval of Tax Refunds

MOTION: To approve the tax refunds in the amount of \$1445.73, as recommended by the Tax Collector.

Made by Mr. Simmons, seconded by Mr. Pippin

ALL MEMBERS IN FAVOR. MOTION CARRIED.

MOTION TO GO OUT OF ORDER ITEM 9D

Made by Mr. Hayes, seconded by Mr. Pippin

ALL MEMBERS IN FAVOR. MOTION CARRIED

D. Discussion and Action regarding Snow Removal Ordinances

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1. Ordinance 68-2 Concerning the Removal of Snow and Ice
2. Ordinance 74-4 Concerning Night Time Parking and also Snow Removal in the Town of East Windsor

Len Norton came before the board with proposals. Currently these are two separate ordinances and most towns are separate ordinances – one of is for homeowner one is for the roads. He explained challenges with limited snow to date – so this needs to be in effect.

Sidewalk used existing and added – recommend town attorney look at it – think big thing in both ordinances is the fine. The fines were discussed. One of the questions will be who implements the fines. In other towns the police department issues a ticket. Chief Demarco it is a violation of ordinance similar to speeding ticket; usually best agency to handle town. The police department does not mind being the agency per chief Demarco. It is in the road ordinance, needs to be added to sidewalk. Sidewalk Section 3 – people fail to comply – BOS cause to be done, should send them a bill for town services before lien – Len they would get bill first, that needs to be stated – if not paid within 60 days, then lien.

It was asked how often the sidewalks – the police get sidewalk calls often and selectmen do too. Road rules are for safety and travel – cars on both sides of road; or plow driveway and leave a pile of snow in the street.

#4 Burnham did not understand how that stick. If town own property town has to clean – but not liable if in front of 98 Main street. There are court cases that back it up. This has to go to town attorney and town meeting. Various spelling errors were corrected.

November 1 to march 8 parking prohibition is in existing ordinance – that is common language throughout the state and why it's in place was discussed.

Revisions done, Consensus recommended this to won attorney then to BOS and then town meeting.

MOTION RETURN TO AGENDA ORDER.

Made by Mr. Hayes, seconded by Mr. Pippin

ALL MEMBERS IN FAVOR. MOTION CARRIED.

IX. UNFINISHED BUSINESS

A. Jennifer DiMauro, Director of Park Hill/Discussion of Pilot Plan for Park Hill

Information for pilot plan was provided. She was advised that there is no way this could be absorbed in this budget year. It was Ms. Menard recommendation that Ms. DiMauro look to revise contract currently in place and maybe gradually starting next year 1% - but anything impact this budget year is not going to happen. DiMauro asked Menard to look at municipal prices and she will do so, such as trash and other services. Looking at anything save a couple dollars. Also they are applying for small cities block grant – amount applying for is 398K to do roofs, gutter, door replacement, window replacement – town help with that – mean \$500,00 from Prospect Hill step aside to let them do this – they apply for \$398,000 then

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next year Prospect Hill grant applied for again, but that will be future decision of BOS – small city block grant writer considering.

She is happy with this off agenda at this point and will be back when she has further recommendation.

B. Board of Selectmen Liaisons to Boards and Commissions

Hayes: boe, crcog, greater Hartford, vol incentive, elderly

Pippin: cons; historic; wpca; building, housing authority

Burnham: American heritage, pension, police zba, cip,

Simmons: parks, veterans, edc, pzc, bmx

C. Discussion of Board of Selectmen Priorities - This item was postponed to a future agenda.

D. Discussion and Action regarding Snow Removal Ordinances – ACTION ABOVE

1. Ordinance 68-2 Concerning the Removal of Snow and Ice
2. Ordinance 74-4 Concerning Night Time Parking and also Snow Removal in the Town of East Windsor

E. *Discussion of current Property Maintenance Code

F. *Discussion of Establishing Clean Energy Committee

X. *NEW BUSINESS – THESE ITEMS WERE DISCUSSED PREV IN MEETING, OUT OF ORDER*

- A. *Discussion with North Central District Health Department*
- B. *Discussion of Local Property Tax Relief*
- C. *Discussion Collection Enhancement*
- D. *Request to Transfer Funds*
- E. *Approval of Tax Refunds*

XI. BUDGET MATTERS – The board held brief discussion on these items after the executive session. No action taken.

- A. Budget by Department (12/8/2009)
- B. Discussion of 2009-2010 Budget Process
- C. Updates regarding Fuel Oil and MSW Tonnage

*Brief recess

XII. EXECUTIVE SESSION

Pursuant to C.G.S. Section 1-200 (6) Personnel Matter

Pursuant to C.G.S. Section 1-200 (6) Contract Matter

MOTION: To enter into executive session at 10:30 p.m. pursuant to C.G.S. Section 1-200(6) personnel matter, to include Town Clerk and subsequently remain in executive session pursuant to C.G.S. Section 1-200(6) Contract Matters Ambulance contract to include Selectmen only.

Made by Mr. Hayes, seconded by Mr. Pippin

ALL MEMBERS IN FAVOR. MOTION CARRIED.

MOTION: To come out of Executive Sessions at 11:20 p.m.

Made by Mr. Simmons, seconded by Mr. Pippin

ALL MEMBERS IN FAVOR. MOTION CARRIED

NCHD budget to E.W. 1st week in February.

XIII. ADJOURNMENT

MOTION: To adjourn at 11:58 p.m.

Made by Mr. Pippin, seconded by Mr. Burnham

ALL MEMBERS IN FAVOR. MOTION CARRIED.

Respectfully submitted

Cynthia D. Croxford

Recording Secretary

*Starred items will not be discussed, but will remain on agenda pending receipt of additional information.

Attachment A – Health District Plan

Attachment B – Recommended transfer details for Motion

North Central District Health Department Improvement Plan Strategy

Background:

This "Improvements Plan Document" provides some background on work started by the NCDHD and the Board of Directors in response to recent questions raised by member towns.

General feedback received was primarily focused around the need for NCDHD to improve its responsiveness to requests and communications and not on the technical aspects of the functions performed by its employees.

In order to address these questions the NCDHD Board of Directors formed three committees:

- A. Process
- B. Communications
- C. Technology

These committees will:

1. Analyze areas of potential improvement
2. Prioritize the improvements
3. Estimate the cost and resources required to initiate the improvements
4. Present findings and recommendations to the NCDHD Board of Directors

Bill Blitz (Director - NCDHD) and John Golon (Chairman – Ellington representative) will serve in oversight roles on all of the committees.

The following are specifics around these committees.

Strategies

A. Process

Process Committee: Committee Lead - Matthew Farr (Windsor Locks).
Matt will work with his committee members Michael Coronna (NCDHD) and Lee Palardy (Stafford Springs) on internal operational, logistical and procedural changes. These changes will be aimed at improving customer service, creating process efficiency and allow transparency of work at a base level.

Process Committee Objectives:

- Inventory all key processes within the NCDHD (by 12/14/2009)

B. Communications

Communications Committee: Committee Lead Robert Barron (Windham). Bob will work with his committee consisting of Carol Sargent (East Windsor), Cecelia Mickey (East Windsor) and Trish Vayda (Enfield) to maximize the visibility and transparency of the NCDHD to its constituents of all types.

Communications Committee Objectives:

- Inventory all key communication streams (by mid-January 2010)
- Develop a list of those individuals and entities that would benefit from the key communication streams (by end of January 2010).
- Look externally to similar organizations best practices (by end of January 2010)
- Prioritize the communication streams based on the value/impact to the district and its constituents (by end of January 2010 – dependent on inventory)
- Develop a plan of the communication streams and deliverables (by February 2010)
- Develop a self assessment process to allow continuous review and improvement of NCDHD communications (by end of March, 2010)

Actions/Steps:

1. A letter will be sent from Bill Blitz to the NCDHD Directors/Town Council Members/Selectman encouraging them to set time for their NCDHD Board Member(s) to report on the district's progress, programs and issues at least on an annual basis. (by January 2010)
2. A NCDHD electronic constituent list will be developed including municipal partners, Board members, elected officials and health and commercial interests. This will be a communications vehicle that will allow the NCDHD to electronically communicate with constituents about activities, programs, plans, goals and issues. (by mid-January 2010)
3. Analyze the feasibility of developing a quarterly newsletter which can be shared with constituents listed above (by mid-January, 2010)
4. Upon inspection (or other sanitarian response of consequence) an email address will be requested from the constituent.
 - a. Each inspection or response will trigger the initiation of an email with an attached survey or a hard copy survey to be mailed.
 - b. Surveys will be shared directly with member towns as applicable and will be summarized and reviewed at monthly NCDHD Board meetings. Results of those reviews will be summarized and e-mailed to NCDHD Board members with meeting minutes.

- Work with Tony Lopez (NCDHD) to place a feedback mechanism onto the website as mentioned in Section IV above. (TBD)
- Quantify and describe the comprehensive and precise requirements of an IT solution from a scalability and security to features and options. (by 12/15/2009)
 - Identify the trending and reporting requirements to meet customer service goals and satisfy the ability of the Board of Directors to adequately gauge progress and success (TBD).
- Establish hard figures on several different technology options and the the associated benefits. (by end of January, 2010)
- Establish what other similarly sized and funded Districts utilize to achieve these goals. (by mid-January, 2010)
- After presenting the results of our committee's fact-finding activities to the Board of Directors create a communication with a timeline and budget for implementation or the reasons for not proceeding.

Actions/Steps:

1. Identify a transparent, secure, scalable, high-performing but affordable internet-based IT solution through a collaborative effort by the Technology Committee, member towns, NCDHD staff and IT partners.
2. The IT solution will likely be one of the following (in order of least to most complex):
 - i. Use of the latest version of *Filemaker Pro* by in-house IT (Tony Lopez) to create transparency through an online posting of specific sanitarian activity, auto-notification emails, public access portals and disposition management.
 - ii. At a minimum the *Filemaker* solution can be a tactical solution and may in fact be a long term solution.
 - iii. Engaging member towns that are already using the *QScend* system to create a user profile for the Health District to achieve the technology goals (ie. the ability to plug-and-play with an existing user).
 1. The purchase of *QScend* or equivalent software by NCDHD (if feasible) expressly for use by the District.
3. Any IT solution will be required to include reporting for the purpose of trending and quality assurance.
4. The NCDHD website will have an active, user-friendly ability to provide email feedback. The balance of the website will be reviewed for elements to make it more robust for public use.

Synopsis of transfers

Balance in Contingency Acct 8410-8-890	\$143,300	
Amounts being transferred out of this account		(\$19,300)
		(\$69,832)
Total of transfers		(\$89,132)
Remaining balance after transfers	\$54,168	
This account is funded for unanticipated expenses throughout the year		

Balance in Contingency 2 Acct 8410-8-895	\$176,477	
Amounts being transferred out of this account		(\$35,079)
		(\$54,431)
		(\$69,473)
Total of transfers		(\$158,983)
Remaining balance after transfers	\$17,494	
Money has traditionally been budgeted in this account to fund projected pay increases that are not settled by the end of the budget season		

Transfer/Appropriation Request Form

Date: _____

Department: _____

Appropriations

Amount Requested

\$ _____

Transfers-(Please enter account number and name.)

\$ 4,983.00 Transfer From Acct # 1-01-50-8410-8-895-0000-0

Contingency 2

To Acct # 1-01-10-1010-1-100-0000-C Selectman - Salary FT
To Acct # 1-01-10-1010-1-106-0000-C Selectman - Longevity
To Acct # 1-01-10-1030-1-100-0000-C Town Clerk - Salary FT
To Acct # 1-01-10-1035-1-100-0000-C Assessor - Salary FT
To Acct # 1-01-25-3190-1-100-0000-0 Engineering - Salary FT

\$ 905.00 Unaffiliated
\$ 208.00 Unaffiliated
\$ 1,043.00 Unaffiliated
\$ 1,243.00 Unaffiliated
\$ 1,584.00 Unaffiliated

Sub-Total \$ 4,983.00 Unaffiliated

\$ 54,431.00 Transfer From Acct # 1-01-50-8410-8-895-0000-0

Contingency 2

To Acct # 1-01-10-1010-1-100-0000-C Selectman - Salary FT
To Acct # 1-01-10-1010-1-106-0000-C Selectman - Longevity
To Acct # 1-01-10-1025-1-100-0000-C Treasurer - Salary FT
To Acct # 1-01-10-1025-1-106-0000-C Treasurer - Longevity
To Acct # 1-01-10-1030-1-100-0000-C Town Clerk - Salary FT
To Acct # 1-01-10-1035-1-100-0000-C Assessor - Salary FT
To Acct # 1-01-10-1035-1-106-0000-C Assessor - Longevity
To Acct # 1-01-10-1040-1-100-0000-C Tax Collector - Salary FT
To Acct # 1-01-10-1040-1-106-0000-C Tax Collector - Longevity
To Acct # 1-01-10-1124-1-100-0000-C Planning - Salary FT
To Acct # 1-01-10-1124-1-106-0000-C Planning - Salary Longevity
To Acct # 1-01-10-1125-1-100-0000-C Building - Salary FT
To Acct # 1-01-10-1130-1-100-0000-C Senior Center - Salary FT
To Acct # 1-01-10-1130-1-106-0000-C Senior Center - Longevity
To Acct # 1-01-10-1130-1-121-0000-C Senior Center - Drivers
To Acct # 1-01-10-1130-1-122-0000-C Senior Center - Nutrition MGR & Staff
To Acct # 1-01-15-2145-1-124-0000-C Police Dept. - Clerical
To Acct # 1-01-15-2145-1-106-0000-C Police Dept. - Longevity
To Acct # 1-01-20-5235-1-100-0000-0 Human Services - Salary FT
To Acct # 1-01-20-5235-1-106-0000-0 Human Services - Longevity

\$ 2,103.00 Clerical
\$ 92.00 Clerical
\$ 4,736.00 Clerical
\$ 364.00 Clerical
\$ 2,422.00 Clerical
\$ 4,521.00 Clerical
\$ 203.00 Clerical
\$ 2,423.00 Clerical
\$ 172.00 Clerical
\$ 2,423.00 Clerical
\$ 272.00 Clerical
\$ 2,422.00 Clerical
\$ 2,314.00 Clerical
\$ 170.00 Clerical
\$ 5,187.00 Clerical
\$ 1,066.00 Clerical
\$ 5,413.00 Clerical
\$ 89.00 Clerical
\$ 4,413.00 Clerical
\$ 182.00 Clerical

Sub-Total \$ 40,987.00 Clerical

To Acct # 1-01-10-1085-1-100-0000-C Town Property - Salary FT
To Acct # 1-01-10-1085-1-106-0000-C Town Property - Longevity
To Acct # 1-01-25-3180-1-100-0000-0 Public Works - Salary FT
To Acct # 1-01-25-3180-1-111-0000-0 Public Works - Park & Rec Grounds FT

\$ 791.00 Public Works
\$ 120.00 Public Works
\$ 6,740.00 Public Works
\$ 810.00 Public Works

Sub-Total \$ 8,461.00 Public Works

Grand Total \$ 54,431.00 Unaffiliated, Clerical & Public Works

Please enter a detailed explanation of your request below by item.

BOS approved salary changes for unaffiliated. Contractual obligations for Clerical and Public Works Union.

Denial () Approval ()

Department Signature

Board of Finance

Date

East Windsor Police Department
Fiscal Year 2009/2010
Retroactive Monies, Operations, Overtime

CONTINGENCY 2

\$35,079 *

Account #	Description	Budgeted	Adjusted Budget	Transfer Amt.	Increase
1-01-15-2145-1-100	Salary: Full Time	\$181,849.00	\$181,849.00	\$9,134.99 ✕	\$190,983.99
1-01-15-2145-1-101	Salary: Part Time	\$21,670.00	\$21,670.00	\$0.00	\$21,670.00
1-01-15-2145-9-961-0000-0	Part Time ACO	\$16,994.00	\$16,994.00	\$729.50 ✕	\$17,723.50
1-01-15-2145-1-102	Salary: Overtime Fixed	\$62,941.00	\$62,941.00	\$3,656.37 ✕	\$66,597.37
1-01-15-2145-1-103	Salary: Overtime Variable	\$110,000.00	\$110,000.00	\$8,254.21 ✕	\$118,254.21
1-01-15-2145-9-961-0001-0	Salary: Overtime ACO	\$2,500.00	\$2,500.00	\$147.83 ✕	\$2,647.83
1-01-15-2145-1-104	Salary: Conference & Training	\$22,000.00	\$22,000.00	\$721.34 ✕	\$22,721.34
1-01-15-2145-1-106	Longevity	\$21,673.00	\$21,673.00	\$0.00	\$21,673.00
1-01-15-2145-1-123	Dispatchers	\$247,728.00	\$247,728.00	\$12,434.16 ✕	\$260,162.16
1-01-15-2145-1-124	Clerical	\$86,174.00	\$86,174.00	\$0.00	\$86,174.00
1-01-15-2145-1-125	Officers	\$1,445,195.00	\$1,445,195.00	\$69,831.60	\$1,515,026.60
		\$2,218,724.00	\$2,218,724.00	\$104,910.00	\$2,323,634.00
1-01-15-2145-3-325	Salary: Conferences & Training	\$14,000.00	\$14,000.00	\$10,000.00	\$24,000.00
1-01-15-2145-3-380	Uniform Cleaning	\$24,100.00	\$24,100.00	\$800.00	\$24,900.00
1-01-15-2145-3-390	Other Purchased Services	\$1,729.00	\$1,729.00	\$0.00	\$1,729.00
1-01-15-2145-4-430	Vehicle Maintenance	\$19,750.00	\$19,750.00	\$0.00	\$19,750.00
1-01-15-2145-4-431	Building Maintenance	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
1-01-15-2145-4-435	Radios & Maintenance	\$500.00	\$500.00	\$0.00	\$500.00
1-01-15-2145-5-542	Communications	\$0.00	\$0.00	\$0.00	\$0.00
1-01-15-2145-5-560	Photos	\$1,800.00	\$1,800.00	\$0.00	\$1,800.00
1-01-15-2145-5-580	Travel	\$100.00	\$100.00	\$0.00	\$100.00
1-01-15-2145-6-610	Office Supplies	\$6,067.00	\$6,067.00	\$0.00	\$6,067.00
1-01-15-2145-6-612	Food Supplies/Prisoners	\$1,646.00	\$1,646.00	\$0.00	\$1,646.00
1-01-15-2145-6-620	Gas & Oil	\$44,682.00	\$44,682.00	\$0.00	\$44,682.00
1-01-15-2145-6-630	Uniforms	\$21,670.00	\$21,670.00	\$6,000.00	\$27,670.00
1-01-15-2145-6-631	Investigative Supplies	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
1-01-15-2145-7-701	Office Equipment	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
1-01-15-2145-7-799	COLLECT System	\$2,919.00	\$2,919.00	\$0.00	\$2,919.00
1-01-15-2145-8-800	Other	\$3,500.00	\$3,500.00	\$2,500.00	\$6,000.00
1-01-15-2145-8-810	Dues & Subscriptions	\$1,713.00	\$1,713.00	\$0.00	\$1,713.00
		\$153,176.00	\$153,176.00	\$19,300.00	\$172,476.00
		\$2,371,900.00	\$2,371,900.00	\$124,210.00	\$2,496,110.00

CONTINGENCY-2
CONTINGENCY-35,079.00
89,132.00

East Windsor Police Department
Fiscal Year 2009/2010
Salary Increase October 25, 2009 though June 30, 2010

Account #	Description	Budgeted	Adjusted Budget	Transfer Amt.	Increase
1-01-15-2145-1-100	Salary: Full Time	\$181,849.00	\$181,849.00	\$7,240.60	\$189,089.60
1-01-15-2145-1-101	Salary: Part Time	\$21,670.00	\$21,670.00	\$0.00	\$21,670.00
1-01-15-2145-9-961-0000-0	Part Time ACO	\$16,994.00	\$16,994.00	\$0.00	\$16,994.00
1-01-15-2145-1-102	Salary: Overtime Fixed	\$62,941.00	\$62,941.00	\$0.00	\$62,941.00
1-01-15-2145-1-103	Salary: Overtime Variable	\$110,000.00	\$110,000.00	\$0.00	\$110,000.00
1-01-15-2145-9-961-0001-0	Salary: Overtime ACO	\$2,500.00	\$2,500.00	\$0.00	\$2,500.00
1-01-15-2145-1-104	Salary: Conference & Training	\$22,000.00	\$22,000.00	\$0.00	\$22,000.00
1-01-15-2145-1-106	Longevity	\$21,673.00	\$21,673.00	\$0.00	\$21,673.00
1-01-15-2145-1-123	Dispatchers	\$247,728.00	\$247,728.00	\$7,897.64	\$255,625.64
1-01-15-2145-1-124	Clerical	\$86,174.00	\$86,174.00	\$0.00	\$86,174.00
1-01-15-2145-1-125	Officers	\$1,445,195.00	\$1,445,195.00	\$54,335.00	\$1,499,530.00
		\$2,218,724.00	\$2,218,724.00	\$69,473.24	\$2,288,197.24
1-01-15-2145-3-325	Salary: Conferences & Training	\$14,000.00	\$14,000.00	\$0.00	\$14,000.00
1-01-15-2145-3-380	Uniform Cleaning	\$24,100.00	\$24,100.00	\$0.00	\$24,100.00
1-01-15-2145-3-390	Other Purchased Services	\$1,729.00	\$1,729.00	\$0.00	\$1,729.00
1-01-15-2145-4-430	Vehicle Maintenance	\$19,750.00	\$19,750.00	\$0.00	\$19,750.00
1-01-15-2145-4-431	Building Maintenance	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
1-01-15-2145-4-435	Radios & Maintenance	\$500.00	\$500.00	\$0.00	\$500.00
1-01-15-2145-5-542	Communications	\$0.00	\$0.00	\$0.00	\$0.00
1-01-15-2145-5-560	Photos	\$1,800.00	\$1,800.00	\$0.00	\$1,800.00
1-01-15-2145-5-580	Travel	\$100.00	\$100.00	\$0.00	\$100.00
1-01-15-2145-6-610	Office Supplies	\$6,067.00	\$6,067.00	\$0.00	\$6,067.00
1-01-15-2145-6-612	Food Supplies/Prisoners	\$1,646.00	\$1,646.00	\$0.00	\$1,646.00
1-01-15-2145-6-620	Gas & Oil	\$44,682.00	\$44,682.00	\$0.00	\$44,682.00
1-01-15-2145-6-630	Uniforms	\$21,670.00	\$21,670.00	\$0.00	\$21,670.00
1-01-15-2145-6-631	Investigative Supplies	\$4,000.00	\$4,000.00	\$0.00	\$4,000.00
1-01-15-2146-7-701	Office Equipment	\$1,000.00	\$1,000.00	\$0.00	\$1,000.00
1-01-15-2145-7-799	COLLECT System	\$2,919.00	\$2,919.00	\$0.00	\$2,919.00
1-01-15-2145-8-800	Other	\$3,500.00	\$3,500.00	\$0.00	\$3,500.00
1-01-15-2145-8-810	Dues & Subscriptions	\$1,713.00	\$1,713.00	\$0.00	\$1,713.00
		\$153,176.00	\$153,176.00	\$0.00	\$153,176.00
<i>CONTINGENCY 2</i>		\$2,371,900.00	\$2,371,900.00	\$69,473.24	\$2,441,373.24